



## VARIANCE APPLICATION INSTRUCTIONS

### Department of Fire and Building Services

Department of Fire and Building Services  
Technical Services and Research Division  
402 West Washington Street, Room W246  
Indianapolis, Indiana 46204-2739  
<http://www.state.in.us/sema/osbc.html>

A variance application, accompanied by the required fee and all other required documents, must be submitted to request a variance from a particular section of a fire or building code or standard adopted by the Fire Services And Building Safety Commission. See Indiana Code 22-13-2-11 and 675 IAC 12-5.

A separate variance application is required for each code provision for which a variance is being requested.

### A. VARIANCE APPLICATION

The following information is required:

1. **Applicant Information:** The applicant is the person who would be in violation of a rule of the commission if he or she maintained the conditions sought to be legalized by a variance and did not obtain the variance. This person is usually the owner of the premises in question. If the applicant is a corporation, a governmental body, or any other type of legal organization, include the name of this legal organization, a well as the name and telephone number of the organization's contact person.
2. **Person Submitting Application On Behalf Of the Applicant:** The name, address and telephone number of the person submitting the application, if the applicant is not the person who is submitting the application. If the person is a corporation, a governmental body, or any other type of legal organization, include the name of this legal organization, a well as the name and telephone number of the organization's contact person.
3. **Design Professional of Record:** The name, license number, address and telephone number of the design professional for the project (if there is one). A design professional is defined as registered architect or professional engineer registered under Indiana Code 25-4 or Indiana Code 25-31, respectively. If applicable, provide the name of the organization for which the design professional works.
4. **Project Identification**
  - (a) Project Name: A name that will allow the Department to readily identify the project.
  - (b) The State Building Commissioner's project number, if the variance involves a project for which plans and design specifications have been filed for a design release under 675 IAC 12-6.
  - (c) The address of the premises for which the variance is being sought.
  - (d) The county of the premises for which the variance is being sought.
  - (e) The type of the project. Indicate whether the variance is being sought for new construction, an addition or alteration to an existing structure, a change of occupancy of an existing structure, or an existing structure that is none of the above.
5. **Required Additional Information:** To apply for a variance, the following additional information must be submitted:
  - A. A check made payable to the Fire and Building Services Fund for the following amount (\$276.00 minimum):
    1. Application Filing Fee: \$138.00
    2. Processing fee for a single code provision: \$138.00
    3. Processing fee for each additional unrelated code provision: \$69.00

An "unrelated code provision" is a provision of an adopted code or standard that covers subject matter that is not contingent upon or directly affecting the requirements of a different code provision for which a variance is being sought by the same applicant at the same time.

- B. Three (3) sets of plans or drawings and supporting data that describe the area affected by the requested variance and any proposed alternatives.
- C. Written documentation showing that the local fire department is aware of the nature of the variance. This is required if the requested variance involves a fire safety rule
- D. Written documentation showing that the local building official is aware of the nature of the variance. This is required if the requested variance involves a project for which plans and specifications have been, or must be, filed for a design release, or if it involves a one (1) or two (2) family dwelling.

## 6. Violation Information

- (a) Indicate if the request for a variance is a result of a correction order issued by the Plan Review Division of the Office of the State Building Commissioner. **If so, include a copy of this correction order.**
- (b) Indicate if the request for a variance is a result of a Violation Order. If so, indicate the entity that issued the Violation Order and **include a copy of this Violation Order.**

## 7. Description of Requested Variance

- A. Include the name of the Code or Standard, as well as the edition. (For example, Indiana Building Code, 2003 Edition)
- B. Include the specific code section for which the variance is being requested. (For example, Section 1005.2.3)
- C. Describe why the variance is needed.

## 8. Demonstration that Public Health, Safety, And Welfare Will Be Protected: The application must include sufficient facts to demonstrate one of the following:

- A. The applicant must submit facts demonstrating that noncompliance with the rule will not be adverse to the public health, safety, or welfare; or
- B. The applicant must propose one or more alternative actions that the applicant would be willing to undertake in lieu of compliance with the rule and submit facts demonstrating that compliance with this alternative action would not be adverse to the public health, safety, or welfare.

## 9. Demonstration Of Undue Hardship Or Historically Significant Structure: The applicant must submit sufficient facts to demonstrate that compliance with the rule will either impose an undue hardship upon the applicant; or prevent the preservation of an architecturally or historically significant structure.

- A. **Imposition Of The Rule Would Cause An Undue Hardship Upon The Applicant:** To show that imposition of the rule would result in an undue hardship, an applicant must submit facts demonstrating that there is an unusual difficulty in meeting the requirements of the rules of the commission because of:
  - (i) Physical limitations of a construction site or its utility services;
  - (ii) Major operational problems in the use of a building or structure; or
  - (iii) Excessive costs of additional or altered construction elements.
- B. **Imposition Of The Rule Would Prevent The Preservation Of An Architecturally Or Historically Significant Structure:** To show that imposition of the rule would prevent the preservation of an architecturally significant or historically significant part of a building or other structure architecturally or historically significant building, an applicant must make two demonstrations. First, the applicant must submit facts demonstrating that the building or structure in question is historically or architecturally

significant. Second, the applicant must submit facts demonstrating that imposition of the rule would prevent the preservation of all or a significant part of this building or structure.

- (i) **Demonstration that the building or structure is historically or architecturally significant:** The applicant must submit facts demonstrating that the building or structure is important to the general, archaeological, agricultural, economic, social, political, architectural, industrial, or cultural history of the United States or of Indiana.

A building or structure shall be deemed as architecturally or historically significant if it has been placed on the National Register of Historic Places under the National Historic Preservation Act (16 U.S.C. § 470 et seq.) or if it has been placed on the Register of Indiana Historic Sites and Structures under Indiana Code 14-21.

A determination that a building or structure has been determined eligible for the Register of Indiana Historic Sites and Structures by the Division of Historic Preservation and Archeology of the Indiana Department of Natural Resources creates a presumption that a structure is architecturally or historically significant.

- (ii) **Demonstration that imposition of the rule for which the variance is being requested would prevent the preservation of all or a significant part of this building or structure:** The applicant must submit facts demonstrating that the imposition of the rule for which the variance is being requested would prevent the preservation of all or a significant part of this architecturally or historically significant building or structure.

**10. STATEMENT OF ACCURACY:** The applicant, or the person submitting the application on behalf of the applicant, must certify that the information contained in the application is accurate. The Design Professional (if there is one) must certify that the information contained in the application is accurate if the requested variance involves a project for which plans and specifications have been, or must be, filed for a design release under 675 IAC 12-6.

**11. STATEMENT OF AWARENESS:** If the application is submitted on the applicant's behalf, the applicant must certify that he or she is aware of the variance request and that it is made on his or her behalf.

## **B. VARIANCE SUBMITTAL DATES AND COMMISSION MEETING DATES**

Respective variance cut-off dates and Commission meeting dates are as follows:

<b>Variance Cut Off Dates</b>	<b>Commission Meeting Dates</b>
January 8, 2004	February 3, 2004
February 3, 2004	March 2, 2004
March 2, 2004	April 6, 2004
April 6, 2004	May 5, 2004
May 5, 2004	June 1, 2004
June 2, 2004	July 7, 2004
July 9, 2004	August 3, 2004
August 3, 2004	September 8, 2004
September 8, 2004	October 5, 2004
October 7, 2004	November 3, 2004
November 4, 2004	December 7, 2004
December 7, 2004	

### **C. OTHER IMPORTANT INFORMATION**

1. An electronic copy of the variance application and these instructions can be found at the following web site:  
[http://www.state.in.us/sema/tsr\\_varinst.html](http://www.state.in.us/sema/tsr_varinst.html)
2. The Commission considers it very important that the applicant and/or the responsible design professional participate in the variance evaluation process by appearing before the Commission to answer any questions about alternate design proposals or undue hardship. It is possible that the Commission will table and/or deny the variance request if the applicant and the responsible design professional are not present to answer questions.
3. The Department cannot make copies of documents that are larger than 8 ½ by 11. If the plans submitted with the variance application are larger than this, then the Department will not be able to make copies for the Commission members. Many times, the plans do make it easier for the Commission members to make a decision regarding the variance. If the applicant wishes the Commission members to get a copy of the plans, include 40 copies of these plans with the variance application package and the Department will distribute them to the Commission members. The Department would recommend that these extra copies be no larger than 11 X 14.
4. For some variance requests, photographs may also be helpful to the Commission members. The Department cannot make color copies of photographs. If the applicant wishes the Commission members to have color photographs, include 40 copies of these photographs in the variance application package and the Department will distribute them to the Commission members.
5. The Commission's action on a variance is final subject to the appeal process under Indiana Code 4-21.5-3-7.
6. The applicant will receive official notice of the Commission's decision, including appeal rights.
7. Telephone inquiries about this process can be made to 317-232-1130. The completed variance application, fee and accompanying information should be submitted to:

Department of Fire and Building Services  
Technical Services and Research Division  
402 West Washington Street, Room W246  
Indianapolis, Indiana 46204-2739



## VARIANCE APPLICATION

Department of Fire and Building Services  
Technical Services and Research  
402 West Washington Street, W246  
Indianapolis, IN 46204

Variance Number: (Assigned by Department)

Date Received (Filled in by Department):

**PLEASE REFER TO THE INSTRUCTIONS  
ATTACH ADDITIONAL PAGES AS NEEDED TO COMPLETE THIS APPLICATION**

<b>1. APPLICANT INFORMATION</b> (Person who would be in violation if variance is not received; usually this is the owner)		
Name:		Title
Organization Name:		Telephone Number:
Address		
City	State	Zip Code
<b>2. PERSON SUBMITTING APPLICATION ON BEHALF OF THE APPLICANT</b> (if not submitted by the applicant)		
Name:		Title
Organization Name:		Telephone Number:
Address:		
City	State	Zip Code
<b>3. DESIGN PROFESSIONAL OF RECORD</b> (if applicable)		
Name:		License Number:
Organization Name:		Telephone Number:
Address:		
City	State	Zip Code
<b>4. PROJECT IDENTIFICATION</b>		
Name of Project:		S.B.C. Project Number
Site Address:		County
City	State	Zip Code
Project Type: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Change of Use <input type="checkbox"/> Existing		
<b>5. REQUIRED ADDITIONAL INFORMATION</b>		
The following required information has been included with this application (check as applicable):		
<input type="checkbox"/> A check made payable to the Fire and Building Services Fund for the appropriate amount (see instructions)		
<input type="checkbox"/> Three (3) sets of plans or drawings and supporting data that describe the area affected by the requested variance and any proposed alternatives.		
<input type="checkbox"/> Written documentation showing that the local fire department is aware of the nature of the variance. This is required if the requested variance involves a fire safety rule.		
<input type="checkbox"/> Written documentation showing that the local building official is aware of the nature of the variance. This is required if the requested variance involves a project for which plans and specifications have been, or must be, filed for a design release, or if it involves a one (1) or two (2) family dwelling.		
<b>6. VIOLATION INFORMATION</b>		
Has the Plan Review Division issued a Correction Order: <input type="checkbox"/> No <input type="checkbox"/> Yes (If Yes, attach a copy of the Correction Order)		
Has a Violation been issued: <input type="checkbox"/> No <input type="checkbox"/> Yes (If Yes, attach a copy of the Violation and answer the following:)		
Violation issued by: <input type="checkbox"/> Local Building Department <input type="checkbox"/> County Building Department <input type="checkbox"/> State Building Commissioner		
<input type="checkbox"/> Local Fire Department <input type="checkbox"/> State Fire Marshal		

**7. DESCRIPTION OF REQUESTED VARIANCE**

Name of Code or Standard and Edition Involved:	Specific Code Section:
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Nature of non-compliance (include a description of spaces, equipment, etc. involved as necessary)

**8. DEMONSTRATION THAT PUBLIC HEALTH, SAFETY, AND WELFARE WILL BE PROTECTED**

Select one of the following statements:

- ☐ Non-compliance with the rule will not be adverse to the public health, safety or welfare; or
- ☐ Applicant will undertake alternative actions in lieu of compliance with the rule to ensure that granting of the variance will not be adverse to public health, safety or welfare.

Facts demonstrating that the above selected statement is true:

**9. DEMONSTRATION OF UNDUE HARDSHIP OR HISTORICALLY SIGNIFICANT STRUCTURE**

Select at least one of the following statements:

- ☐ Imposition of the rule would result in an undue hardship because of physical limitations of the construction site or its utility services
- ☐ Imposition of the rule would result in an undue hardship because of major operational problems in the use of the building or structure
- ☐ Imposition of the rule would result in an undue hardship because of excessive costs of additional or altered construction elements
- ☐ Imposition of the rule would prevent the preservation of a historically significant part of the building or structure

Facts demonstrating that the above selected statement is true:

**10. STATEMENT OF ACCURACY**

I hereby state and affirm that the information contained in this application is accurate:

Person submitting application or Applicant

Design Professional (if applicable)

Signature: \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**11. STATEMENT OF AWARENESS**

(If the application is submitted on the applicant's behalf, the applicant must sign the following statement)

I hereby state and affirm that I am aware of this request for variance and that this application is being submitted on my behalf.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_